

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
FINANCIAL CLERK

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** **Lateral transfers and candidates on a current examination list**

**Location:** Fiscal Services, Middletown

**Job Posting No:** 7343

**Salary:** \$37,737- \$48,054 (New hires to state employment start at the minimum salary range)

**Closing Date:** **Tuesday, November 4, 2014**  
(Incomplete or late application packages will not be considered)

**Eligibility Requirement:** **Candidates must have applied for and passed the FINANCIAL CLERK exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the FINANCIAL CLERK or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties:** Process payments to vendors; assemble vouchers and backup materials; communicate with vendors, troops and units regarding invoices and payments; complete arithmetical computations; solely responsible for all utility payments (i.e. gasoline, natural gas, oil #2, etc.); filing, and performs related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Tuesday, November 4, 2014, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457**  
**Attn: Denise Shelton, Human Resources Associate**  
**or**  
**Fax: (860) 685 – 8356**

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**